

**INSTRUCTIONS:** Submit completed proposal to Minnesota Housing Finance Agency, Single Family Division, 400 Wabasha Street North, Suite 400, St. Paul, MN 55102. For program information, refer to the [Community Fix Up Loans Program Concept](#).

**Fix Up Lender Information**

Organization Name	Fax Number		
Address	City	MN State	Zip
Contact Person	Contact Phone #	Email Address	

**Community Partners**

Identify community partnership(s) formed for leveraged funds and/or value-added incentives and services. Include letters of support from each partner that demonstrate the partner’s knowledge of the proposed Community Fix Up Initiative and specifies the partner’s contribution to the initiative. Add additional pages for partnerships as necessary.

Organization Name	Fax Number		
Address	City	MN State	Zip
Contact Person	Contact Phone #	Email Address	

Partner Contribution: \_\_\_\_\_

Organization Name	Fax Number		
Address	City	MN State	Zip
Contact Person	Contact Phone #	Email Address	

Partner Contribution: \_\_\_\_\_

**Initiative Information** (Add additional pages if necessary)

1. Identify the specific geographic area, census tract(s) and the projected number of eligible households within the geographic area.

2. Describe the targeted community need(s) and/or goal(s) to be addressed with the Community Fix Up initiative. Please provide relevant supporting data to demonstrate the need. Examples of data include, but are not limited to, housing price trends, foreclosure and vacancy statistics, changing lending practices, borrower characteristics, etc.

3. What types of rehabilitation do you anticipate will be completed? What are the typical costs associated with these types of rehabilitation? How do these types of rehabilitation address the targeted community need(s) and/or goal(s) identified in question 2?

4. Describe and quantify leveraged funding sources and/or value-added incentives or services for the initiative along with eligibility criteria and rationale. If the initiative proposal includes interest rate write-downs (discount loans), specify the source of the leverage to pay the discount, the rate(s) that will be used, and the borrower criteria to determine eligibility for the rate(s).

5. Identify the availability of other subsidized or support programs in the area such as Community Development Block Grants and Neighborhood Revitalization Programs and how the programs will partner with the Community Fix Up initiative.

6. State whether current program limits will be used for household income and loan amount, or specify reduced limits and the criteria and rationale.

7. Provide a summary statement about the role this initiative will serve in preserving Minnesota's existing affordable housing stock.

8. Identify the benchmarks for success for the initiative including the estimated Community Fix Up loan volume (\$), the estimated number of Community Fix Up loans (#), and the estimated average loan size.

**Marketing Information**

9. Provide an itemized marketing and outreach plan for reaching the targeted eligible households. This should include outreach activities, partnerships with other organizations, media resources such as radio, television and print, and the scheduling and frequency of the marketing and outreach.

**For Renewals Only**

10. Did the initiative achieve the benchmarks for success identified in the previously approved Proposal for Community Fix Up Initiative? Describe how. If not, what were the lessons learned and how does this Proposal incorporate changes to ensure future benchmarks for success are attained?

**Certification of Lead Organization**

The undersigned hereby certify that the information contained herein is true and correct and that all partners understand and participated in the creation of the proposal:

\_\_\_\_\_  
Organization Name

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature